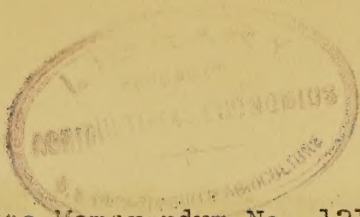


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(TENTATIVE - FOR PURPOSES OF DISCUSSION ONLY)

State Committee Memorandum No. 121

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN DIVISION

To the
AGRICULTURAL CONSERVATION COMMITTEES, concerning RESTORATION LAND:

The 1936 and 1937 Agricultural Conservation Programs included as a practice the designation of certain tracts of crop land to be restored to native vegetation, with a practice payment thereon. It is contemplated that the 1938 program will provide for the designation of such tracts and of additional tracts as RESTORATION LAND, for the removal of all such tracts from the cropland bases and for special treatment and consideration of such RESTORATION LAND, and that future programs will provide for the designation of additional RESTORATION LAND each year and the transfer of each such tract, after a three-year RESTORATION period, to its proper classification as land under permanent vegetative cover. It is the purpose of such provisions to further the permanent retirement from cultivation of such types of land as experience therewith has demonstrated to be unfit for continued cultivation.

It is not contemplated that such reclassification will be completed under the 1938 program. However, it is proposed that under the 1938 program shall be accomplished the reclassification of the worst types of such land and of those tracts in the worst degree of erosion, a reasonable proportion of the ultimate total which may now and in the future appear to be for the best interest of special areas in particular, agriculture in general and the nation as a whole.

Care must be exercised that individual owners and operators be not unduly restricted in their reasonable operations in any one year, that land be considered not only with respect to its present condition but also with respect to its type as related to its probable future under proper usage and treatment.

For and within each State, the State Agricultural Conservation Committee will designate by (and within) counties the area (or areas) in which RESTORATION LAND should be designated and identified. In the determination of areas within which a portion of the agricultural land should be designated as RESTORATION LAND, the State Agricultural Conservation Committee will utilize all advice and information available from State agencies such as the Experiment Station, the Extension Service, Soil-Survey, and State, area, and county planning boards or committees, and from federal agencies operating within the State, such as Experiment Stations, Soil Conservation Service, Farm Credit Administration, Farm Security Administration, and the Bureau of Agricultural Economics of the U. S. Department of Agriculture. The State committee will submit to this Division a State-county map portraying its area recommendations.

The State Committee will advise the County Agricultural Conservation Committee in each county included (in whole or in part) in the designated RESTORATION LAND area or areas, and will instruct the county committees concerning the type of land that should be so classified at this time, the factors to be considered in recommending land for such classification, and the procedure to be followed. Technical assistance by specialists in land use, land classification and soil conservation may be furnished to county committees insofar as available and acceptable. The State Committee will be fully responsible for instructing and guiding the county committees in the proper interpretation and application of the factors and principles involved in the classification of RESTORATION LAND. Each county committee should be furnished a state-county outline map on which is indicated the proposed RESTORATION LAND area within the State. Each county committee should be supplied with all available concise information which will aid in this reclassification.

County committees will first include as RESTORATION LAND all tracts of cropland on which Agricultural Conservation payments for natural reseeding were approved under the 1936 and/or 1937 programs. In proceeding toward the classification of additional RESTORATION LAND, county committees will utilize all information made available to them by the State committee, together with the advice and assistance of county planning committees. First consideration will be given to sandy lands which have been subject to blowing for several years and have responded least favorably to wind erosion control practices, those which are surrounded by or adjacent to land which is already under permanent native cover, those whose owners and/or operators have neglected to institute practical erosion control measures thereon.

County committees will utilize the assistance of community committees in identifying, by and within farms, land which should be recommended for classification as RESTORATION LAND. In studying the problem of each piece of land under consideration for classification as RESTORATION LAND, county and community committees shall give consideration to:

1. Soil type and adaptability to crop production.
2. Condition of the land at present time.
3. The relationship of the tract to the entire farm or farming unit.
4. Character or type of land in surrounding farms.
5. The type of farming which has been followed with special reference to erosion control and maintenance of productive capacity.
6. Crop production history for the land since it was first brought under cultivation.
7. Economic studies of farming possibilities in the community.
8. Other factors governing the future use of the land and the conservation of its resources.

County committees will be provided with forms on which to prepare their recommendations covering each farm, all or any portion of which is recommended for classification as RESTORATION LAND. Such form shall include provision for the legal description of the whole farm, the approximate acreage recommended for classification as RESTORATION LAND, and the identification of the legal subdivision(s) on which such RESTORATION LAND is located. Such form shall also include provision for a farm sketch on which the proposed RESTORATION LAND shall be accurately identified and the permanent native cover already included in the farm shall be sketched. In transmitting its recommendations to the State Committee, the County Committee will, on a listing sheet to be provided, enumerate all farms on which the classification of RESTORATION LAND is recommended, and will also furnish large township plats on which are identified the location of RESTORATION LAND and of present permanent native cover. Such forms as may be suggested hereinafter but not furnished by this Division will be prepared and furnished by the State committee.

The State Committee will receive and review the recommendations of each County Committee and notify the County Committee concerning its action on each recommendation. The classification as RESTORATION LAND shall become effective upon receipt by the County Committee of approval by the State Committee. If, upon review of any County Committee's recommendations, the State Committee is of the opinion that the County Committee has not reclassified such a total of land within the county as might reasonably be expected, the State Committee may request additional recommendations from the County Committee. When the State committee has satisfied itself that each county committee in the area(s) designated by the State committee has accomplished a reasonable classification of RESTORATION LAND as contemplated under the 1938 program, the State committee will submit to this Division a statistical and graphic report of the accomplishment for the State.

When notified of the State Committee's approval of its recommendations, the County Committee will, on forms to be provided for this purpose, notify the owner and operator of each farm on which land has been classified as RESTORATION LAND. Such notice shall include identification of the land so classified and statements in effect as follows:

1. That the land identified as RESTORATION LAND shall be restored to permanent vegetative cover.
2. That no tillage operation shall be conducted on such RESTORATION LAND except for the express purpose of aiding or promoting the establishment of permanent vegetative cover, and as approved by the county committee.
3. That such RESTORATION LAND shall be cared for in such manner as will, in the opinion of the County Committee, result in maximum control of wind and water erosion.
4. That failure of owner and/or operator to cooperate in the proper care of such RESTORATION LAND shall be the basis for deduction from any payments to which he (or they) might otherwise be entitled under any Agricultural Conservation Program.

The county committee may advise assessors and any other concerned public officers as to the identity of tracts classified as RESTORATION LAND and the acreage in each. The purpose of this policy is to encourage reclassification of such land on county records and thereby promote the permanence of this change in land use.

The State Committee shall transmit to the proper office(s) of Soil Conservation Service, Farm Credit Administration, Farm Security Administration and the Bureau of Agricultural Economics of the U. S. Department of Agriculture, lists (by counties, townships, and sections) of all tracts which have been classified as RESTORATION LAND. Such notification shall include the acreage of each tract and the identification of the legal subdivision(s) in which it is located. The purpose of such notifications is to inform those agencies of the progress which is being made by the Agricultural Adjustment Administration in promoting proper changes in land use, in order that they may cooperate in their consideration of such of the RESTORATION LAND tracts as may come within the scope of their local operations.

George E. Farrell

GEORGE E. FARRELL,
Director, Western Division.

COUNTY COMMITTEE RECOMMENDATION
for designation of
RESTORATION LAND

(State) (County) State and County Code and Work Sheet Serial No.

To the
STATE AGRICULTURAL CONSERVATION COMMITTEE: (Date)

On the farm owned by

of
(Name of Owner) (Address of Owner)
operated by

of
(Name of Operator) (Address of Operator)
under state and county code and work sheet serial number indicated above, located

from in
(Miles and Direction) (Town) (Township, Precinct or Community)
containing, as land has previously be classified, approximately

Cropland Permanent vegetative cover Total
(Acres) (Acres) (Acres)

consisting of the legal subdivisions indicated below:

in accordance with instructions received from the State Agricultural Conservation Committee concerning the classification of RESTORATION LAND, we hereby recommend that the tract(s) of cropland described below and indicated on farm sketch on the other side of this sheet,

approximately acres in
(Legal Subdivision(s))

approximately acres in
(Legal Subdivision(s))

approximately acres in
(Legal Subdivision(s))

a total of acres, be now classified as RESTORATION LAND. There will remain under cropland classification in this farm approximately (Acres).

COUNTY AGRICULTURAL CONSERVATION COMMITTEE.

(Signed) Secretary (Signed) Chairman

APPROVED by the State Committee:

Date (Signed) State Executive Secretary

(Farm Sketch on Other Side)

NOTE: This recommendation to be prepared and signed in duplicate -- original to be transmitted to State Committee with listing and transmittal sheets, carbon copy to be filed in county office.

(To be printed on reverse of form for individual farm recommendation)

Base Map
for
SKETCH OF FARM

NOTE 1. If whole farm lies entirely within a single land survey township sketch the farm accurately and entirely on township plat below.

NOTE 2. If the farm lies in two or more townships, use a separate township plat for that portion of the farm lying in each township.

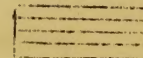
Township No. _____ Range No. _____

(Township plat here, subdivided to
quarters of quarter-sections)

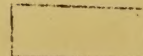
Land already under
Permanent Vegetative Cover



Recommended
RESTORATION LAND



Remainder of Cropland



Date _____ RESTORATION LAND - Listing Sheet No. _____

(State)

(County)

Work Sheet: _____ : Recommended
Serial No.: Name of Owner : Name of Operator : Restoration
: Acreage

Continued on Sheet No. _____

Note: This form to be prepared in duplicate - original to be transmitted to State Committee with original of transmittal sheet and individual recommendations, Carbon copy to be filed in County Office.

TRANSMITTAL SHEET
for County Committee Recommendations on
the Classification of
RESTORATION LAND

(State)

(County)

To the State Agricultural Conservation Committee:

In accordance with your advice and instructions concerning the reclassification of certain types of cropland as RESTORATION LAND, we have carefully and thoroughly reviewed the situation in such portion(s) of the county as contain(s) cropland considered to be of such type and in such condition that it should be designated as Restoration Land at this time.

We transmit herewith individual farm recommendations, together with listing sheets numbered _____ to _____, inclusive dated _____, and township plats.

We await notice of your decision, upon receipt of which we will notify owners, operators and others accordingly.

COUNTY AGRICULTURAL CONSERVATION COMMITTEE

Date _____ (Signed) _____ (Signed) _____
(Secretary) (President)

STATE COMMITTEE RECORD

Received _____ Reviewed _____ Additional
(Date) (Date) Recommendations Requested _____
(Date)

Approved _____ (Signed) _____
(Date) Executive Secretary

County Committee notified _____
(Date)

Note: This form to be prepared and signed in duplicate - original to be transmitted to State Committee with originals of listing sheets and individual recommendations, carbon copy to be filed in county office.

STATE COMMITTEE
Approval of County Committee Recommendations
for Classification of
RESTORATION LAND

(State)

(County)

To the
County Agricultural Conservation Committee:

You are hereby notified that the State Agricultural Conservation Committee
has approved your recommendations for the classification of RESTORATION LAND
covered by listing sheets dated _____ and numbered _____

(Each and every sheet number to appear above)

with the exceptions (if any) enumerated below:

STATE AGRICULTURAL CONSERVATION COMMITTEE.

Date _____

(Signed) _____

Executive Secretary

Note: This form to be prepared and signed in duplicate - original to county
committee, carbon copy to file.

Notice to Owner and/or Operator
concerning
CLASSIFICATION OF RESTORATION LAND

To _____
(Name)

Date _____

(Address)

You are hereby advised that the State Agricultural Conservation Committee has classified as Restoration Land the tract(s) of land, indicated below, within your farm which is under Agricultural Conservation Program work sheet serial number _____.

Approximately _____ acres in _____
(Legal Subdivision(s))

Approximately _____ acres in _____
(Legal Subdivision(s))

Approximately _____ acres in _____
(Legal Subdivision(s))

You are further advised:

1. That the land identified as Restoration Land shall be restored to permanent vegetative cover.
2. That no tillage operation shall be conducted on such Restoration Land except for the express purpose of aiding or promoting the establishment of permanent vegetative cover, and as approved by the County Committee.
3. That such Restoration Land shall be cared for in such manner as will, in the opinion of the County Committee, result in maximum control of wind and water erosion.
4. That failure of owner or operator to cooperate in the proper care of such Restoration Land shall be the basis for deduction from any payments to which he (or they) might otherwise be entitled under any Agricultural Conservation Program.

COUNTY AGRICULTURAL CONSERVATION COMMITTEE

(Signed) _____
Secretary

(Signed) _____
Chairman

Note: This notification to be prepared and signed in duplicate or triplicate - original to owner, carbon copy to operator, carbon copy to file.

STATE COMMITTEE
Notification to Other Agencies Concerning
The Classification of
RESTORATION LAND

(State)

(County)

In accordance with instructions by the Agricultural Adjustment Administration, the County Agricultural Conservation Committee has recommended and the State Agricultural Conservation Committee has approved the classification as RESTORATION LAND of each tract of land located in the State and county named above and in Township No. _____, Range No. _____ as listed below:

Section	:	Approximate	:	Located on
<u>No.</u>	:	<u>Acreage in Tract</u>	:	<u>Legal Subdivision</u>

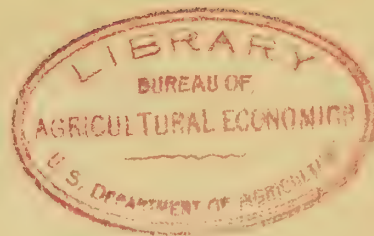
STATE AGRICULTURAL CONSERVATION COMMITTEE

Date _____ (Signed) _____
Executive Secretary

NOTE: This notification to be prepared and signed in quintuplicate - one copy to Soil Conservation Service, one copy to Farm Credit Administration, one copy to Farm Security Administration, one copy to the Bureau of Agricultural Economics of the U.S. Department of Agriculture, one to file.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

Washington, D. C.



October 11, 1937

To STATE AGRICULTURAL CONSERVATION COMMITTEES,
WESTERN REGION:

Re: Method of handling applications for payment under
the 1937 Agricultural Conservation Program when
producers are indebted to the United States.

A. General

Each State office will continue to make set-offs against payments due producers who are indebted to the United States. All set-offs against payments due under applications filed in connection with the 1936 Agricultural Conservation Program are made in accordance with the procedure set forth in WRP-36, Part IX and supplements thereto. Set-offs against payments due under preliminary applications (Forms WR-113) in the wind-erosion area must be made in accordance with the procedure established in WRP-37, Part IV, Supplement 4; and the procedure for making set-offs against payments due under the regular applications (Forms WR-111, WR-112, and WR-119) filed in connection with the 1937 Agricultural Conservation Program will be issued as WRP-37, Part X. There are, however, certain necessary steps, preliminary to the actual preparation of the forms for making the set-offs, which are set forth in this memorandum.

According to the established procedure for handling applications for payment under the 1937 Agricultural Conservation Program, all Forms WR-111, WR-112, and WR-119 will be examined, referred to the Statistician, and then filed pending a determination of the final rate of payment and the rate of deduction for administrative expenses. Although a set-off will not be made until such final rates are established and the net payment to the applicant determined, there will be no delay in making such set-off if the State office has previously obtained from the county the information necessary for the purpose of determining whether a set-off is in order. Consequently, such information shall be secured before the Forms WR-111, WR-112, and WR-119 are forwarded to the Statistician.

B. Checking applications against the Listing of Indebtedness

In view of the foregoing, the Lot Record Clerk shall check all Forms

WR-111, WR-112, and WR-119 against the Listing of Indebtedness immediately before such applications are separated into lots. If it is found that -

1. The application is signed by one person, firm, corporation, etc., and such person, firm, corporation, etc., is indebted; or
2. The application is signed by co-owners, co-operators, or a partnership, and the same co-owners, co-operators, or partnership is indebted; or
3. The application is signed by one person whose name appears on the Listing of Indebtedness as a co-owner, co-operator, or member of a partnership; or
4. The application is signed by co-owners or co-operators and the name of one of such persons appears on the Listing of Indebtedness; or
5. The application is signed by an administrator or executor of an estate and the name of the deceased appears on the Listing of Indebtedness; or
6. The application is signed by a widow of or successor in interest to a deceased person whose name appears on the Listing of Indebtedness,

the Lot Record Clerk shall attach the following statement to the application:

"

(State & county code & serial no. of WR-111, WR-112, or WR-119)

is indebted to _____."
"(Name of debtor) (Name of Governmental agency)"

If the name of the applicant (or deceased) is not identical with but is similar to the name on the Listing of Indebtedness, the Lot Record Clerk shall attach the above notation to the application. The name to be entered on such notation must be the name as it appears on the Listing of Indebtedness. The applications shall then be prepared into lots and forwarded to the Examination Unit in the regular manner. (An application to which the above statement has been attached may be included in a lot with other applications to which such statement is not attached.)

C. Information to be obtained from the county association

All applications will be examined in accordance with existing procedure regardless of whether they bear the statement outlined in paragraph B above. If an application to which such statement is attached is suspended because some item does not fulfill the requirements, information regarding the indebtedness shall be required at the same time facts regarding the suspension are requested. In the event that an application to which the above statement is attached is not suspended because of any irregularity, it shall be

suspended by the Review Clerk in order that information regarding the indebtedness may be obtained. The State office shall obtain information regarding the following:

1. Identity of applicant.

In all cases the State office must secure a statement showing whether or not the person named on the application is the same as the person named on the Listing of Indebtedness.

2. Division of payment due co-owners or co-operators

When an application for payment is signed by co-owners or co-operators who together are entitled to receive the owner's or operator's share of payment which may be made and one of such persons is indebted, the State office must obtain a statement signed by all of the co-owners or co-operators and by a member of the county committee, setting forth the extent to which each such co-owner or co-operator will share in the payment due all of them under the application. After the final payment under the application is determined, a separate check will be issued to each co-owner or co-operator and the amount owing to the United States deducted from the amount due the co-owner or co-operator who is indebted.

In most instances where one of a group of operators filing an application for payment with respect to range land (Form WR-119) is indebted, it will not be necessary for the State office to obtain information regarding the extent to which such operator will participate in the total payment to be made, since the percentage of the total payment due each operator appears on the application. But if, for example, John Jones and Harry Smith are entitled to 25% of the payment for carrying out range-building practices, and John Jones is indebted to the United States, a statement showing the extent to which each will share in the 25% must be obtained.

3. Contribution to performance by a person since deceased

When an application is signed by a widow of or successor in interest to a deceased person whose name appears on the Listing of Indebtedness or by the administrator or executor of such deceased person's estate, the State office must make two determinations: (1) that the deceased person is the same as the debtor named on the Listing of Indebtedness, and (2) that the deceased person either did or did not contribute to performance for which application for payment is made. If the deceased and the debtor are one and the same person and such deceased debtor did contribute to performance, a set-off will be made against the payment due under the application. Even though the deceased and the debtor are the same, a set-off will not be made if it is found that the deceased debtor did not contribute to the performance.

In the event that a statement containing the facts outlined in the above items is submitted with the application (or is on file with a Form WR-113 being held pending receipt of the regular application), such application

may be returned to the unit from which it was suspended. If, however, the information submitted by the county is incomplete, all additional data shall be obtained before the application is returned to audit.

If it is found that the applicant and the debtor are not the same person or that a deceased debtor did not contribute to performance, a notation to that effect shall be entered on the statement which the Lot Record Clerk attached to the application and no set-off will be made. The correspondence from the county should also be attached to the application before it is returned to audit.

D. Final check of applications against Listing of Indebtedness

Because of the lapse of time between the examination of Forms WR-111, WR-112, and WR-119 in accordance with existing procedure and the computation of the final payment, and in order that no applications against which a set-off should be made will be overlooked, the Review Clerk shall, after reviewing the final payment for the applicant computed at the final rate, check against the Listing of Indebtedness all applications to which the statement outlined in paragraph B above has not been attached. If the Review Clerk finds any applications against which it appears that a set-off should be made, such applications (together with the statements prescribed in paragraph B above) must be suspended in order that the proper information may be obtained in accordance with the procedure outlined in paragraph C above. Such applications shall be returned to the Review Clerk upon receipt of the necessary information from the county.

E. Forms necessary for making set-off to be prepared by Adjustment Clerk

After the payments due the applicants at the final rate have been reviewed in the Review Unit and the duplicate copies of application forms prepared, all applications (originals and copies) against which set-offs are to be made will be forwarded to the Adjustment Clerk. Such applications will be those to which the statement outlined in paragraph B above is attached, unless there has been entered on such statement a notation to the effect that (1) the applicant and debtor are not the same person, or (2) a deceased debtor did not contribute to the performance. When such notation showing that a set-off should not be made appears on the statement, both the statement and the correspondence from the county shall be removed from the original application and filed with the State office copy. The Review Clerk will then forward the original application to the Accounting Unit in the regular manner. The Adjustment Clerk will prepare the documents necessary for making a set-off against each application where a deduction in the amount of the indebtedness is to be made.

F. Listing of Indebtedness

The term "Listing of Indebtedness" as used herein means the Listing now on file in each State office and to which additional names and facts regarding the amount due the United States are added as received. In the near future the State offices will receive requests that set-offs be made

against Agricultural Conservation Payments because certain producers are indebted to the Farm Security Administration, and data regarding each such indebtedness must be added to the Listing now on file. In addition, each State office has a record of persons who are indebted to the Agricultural Adjustment Administration because of overpayments under the 1936 Agricultural Conservation Program and for which overpayments no refunds have been received. Data regarding each such debtor must also be entered on the Listing. In other words, the Listing of Indebtedness on file in each State office must, insofar as possible, be a complete and current record of all persons against whose applications set-offs must be made.

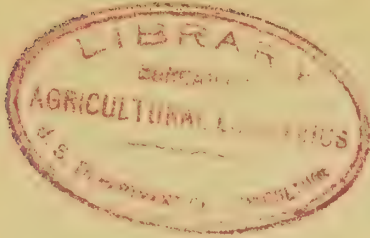
G. Notice of Indebtedness received after approval of voucher

If the State office is notified after a voucher has been certified for payment that one of the payees listed thereon is indebted to a Governmental Agency other than the Agricultural Adjustment Administration, no set-off will be made, and the check issued or to be issued to such payee will be released to him. If, however, it is found that a producer whose application has been certified for payment is indebted to the Agricultural Adjustment Administration, the State office will request the county to return the check to the Regional Disbursing Office. When that is done the Adjustment Clerk will request that the check be canceled and will prepare an adjustment application against which the set-off shall be made.

George E. Farrell

George E. Farrell,
Director, Western Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION



Washington, D. C.

October 23, 1937

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TO STATE AGRICULTURAL CONSERVATION COMMITTEES, WESTERN REGION:

Re: Provisions for aggregate performance in determination of payments with respect to sugar beets grown in 1937.

WR State Committee Memorandum No. 107 issued June 12, 1937, states in the third paragraph thereof that "Sugar beet payments must be earned on each farm without regard to sugar beet operations on other farms, and the computed payments for the individual farms will merely be summarized on the multiple application".

The above quoted paragraph is hereby revoked and in lieu thereof the following instructions shall be followed in the determination of performance with respect to sugar beets in 1937, in instances where sugar beet operations are carried out by the producer on more than one farm in a County.

Part XI of WRB-101, as amended, for each State in the Western Region has been supplemented by the addition of a section which provides that the amount of sugar beet payment to be made to any applicant who is interested as owner or operator in sugar beet operations on more than one farm in the County shall be determined on the basis of performance on all of such farms in the County. It is the purpose of this supplement to permit the sugar beet producer to qualify for a payment with respect to sugar beets, despite the fact that practices with relation to sugar beets are not carried out on each farm on which sugar beets are grown in 1937. In other words, the 1937 acreage of sugar beets may be qualified for payment by practices which are carried out on land customarily used in rotation with sugar beets on other farms in the same County.

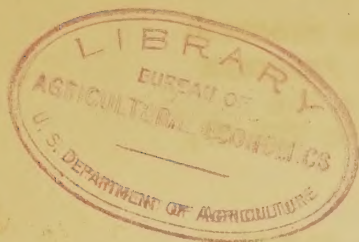
It must be thoroughly understood that in instances where application of the foregoing provisions will entitle an owner or landlord to receive a sugar beet payment with respect to the aggregate performance on several tracts of land, each of which is under a separate work sheet and is leased to a different share tenant who is not interested in sugar beet operations elsewhere in the County, each such share tenant must nevertheless carry out the necessary practices with relation to sugar beets on the tract which he is operating, in order to receive a payment with respect to sugar beets grown in 1937 on such tract.

In view of the multiple provisions now applicable in the determination of performance with respect to sugar beets, it is important that there be reported on Form WR-107 Supplement 3 (WR-107 Supplement 3, California) all farms in the County in which the applicant is interested as owner or operator and on which: (1) sugar beets are grown in 1937; or (2) practices with relation to sugar beets are carried out on land customarily used in rotation with sugar beets, despite the fact that no sugar beets are grown on the farm in 1937. (Where no sugar beets are grown on the farm in 1937 the percent to applicant to be entered on Form WR-107 Supplement 3 must be the percent to applicant reported for such farm on Form WR-107 Supplement 1).

County Committees are authorized to refuse to certify an application for payment filed by any person who leases, or otherwise acquires, all or a portion of a farm solely for the purpose of qualifying for payment an acreage of sugar beets grown on other farms in the County and not otherwise qualified for payment.

George E. Farrell

George E. Farrell,
Director, Western Division.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

Washington, D. C.

December 2, 1937.

TO STATE AGRICULTURAL CONSERVATION COMMITTEES, WESTERN REGION:

Re: Form C-1110, "Register of Indebtedness."

Procedure for checking applications for payment against the Listing of Indebtedness is set forth in WR State Committee Memorandum No. 122, paragraph F of which defines the term "Listing of Indebtedness" as the Listing already on file in each State office and to which additional names and data are added by the State office immediately upon receipt of an additional notice of indebtedness or upon discovery of an overpayment under the 1936 Agricultural Conservation Program.

That part of the Listing of Indebtedness supplied by the Comptroller of the Agricultural Adjustment Administration is now replaced by a new listing known as Form C-1110, "Register of Indebtedness." Each State office has been furnished with two copies of Form C-1110 for such State, the original of which is bound in book form. Since this register is the revised record to be used instead of the Listing of Indebtedness which heretofore has been the official document, it is necessary that the State office record of those debtors who received overpayments under the 1936 Agricultural Conservation Program and the 1935 Cotton Price Adjustment Program be revised and the names of all such debtors, together with the necessary data regarding each indebtedness, be listed in the proper places on Form C-1110. In connection with the 1935 Cotton Price Adjustment Program, the State office will enter on Form C-1110 the names of those persons who actually received overpayments and also the names of those persons to whom a payment was made but who have not returned Form CAP-3, "Receipt for and Report of Distribution of Cotton Price Adjustment Payment." Entries on Form C-1110 are triple-spaced to provide ample room for the addition of names and data by the State office. When this is done, the register will be a complete and up-to-date record of all persons against whose applications for payment set-offs must be made.

The Register of Indebtedness shall be kept current by the addition of data as soon as the State office is on notice that other persons are indebted and by deleting certain items as soon as it is known that a debt is liquidated. Each State office is, of course, responsible for the addition of the names of persons indebted under the 1936 and 1937 Agricultural Conservation Programs and the 1935 Cotton Price Adjustment Program. The

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State office must also determine when the names of persons who received overpayments under the 1936 or 1937 Agricultural Conservation Programs or 1935 Cotton Price Adjustment Program are to be removed from the register because the indebtedness has been liquidated (refer to WRP-37, Part X).

When items are to be entered or removed from that part of the register prepared by the Comptroller of the Agricultural Adjustment Administration, the State office will receive two copies of Form C-1110, Supplement A, "Notice of Revision - Register of Indebtedness". This form will constitute authority for the State office to change the register in accordance with the revisions prescribed thereon. If a producer's name is added to the register because of his indebtedness to the Farm Security Administration, Form C-1110, Supplement A will be accompanied by Form FSA-RR 172 which will be handled in accordance with the procedure set forth in WRP-37, Part X.

The names of debtors are listed in the register in alphabetical order by counties; however, if the Comptroller knew at the time Form C-1110 was prepared, that a producer who is indebted in one county also has an interest in land in other counties, all of the necessary information was listed under the name of the county in which the debt arose, and cross-references were made in the list for the other counties. The amount of indebtedness (which appears only once) is entered opposite the producer's name under the county in which he became indebted. When entering the names of persons indebted under the Conservation Programs or the 1935 Cotton Price Adjustment Program, the State office must also make cross-references when it is known that a debtor is interested in land in two or more counties.

In those instances where the Comptroller of the Agricultural Adjustment Administration had information to the effect that a producer is indebted in two or more counties, the amount of each indebtedness was listed on Form C-1110 under the name of the county in which the debt arose. However, a cross-reference has also been entered opposite the producer's name under each county. The State office will follow the same procedure when listing data regarding persons indebted under the Agricultural Conservation Programs or the 1935 Cotton Price Adjustment Program.

All applications for payment under the 1937 Agricultural Conservation Program which have not yet been certified for payment and forwarded to the General Accounting Preaudit Office must be checked against Form C-1110. Applications received in the State office subsequent to the receipt of this memorandum shall be checked against the Register of Indebtedness in accordance with the procedure set forth in WR State Committee Memorandum No. 122 for checking applications against the old Listing of Indebtedness. In other words, the Lot Record Clerk will check all such applications against Form C-1110 immediately before he prepares them into lots; and the Review Clerk, after reviewing the final payment for the applicant at the final rate, shall check all applications not flagged by the Lot Record Clerk against Form C-1110.

All applications which have been checked against the old Listing shall be rechecked against the Form C-1110, if they are still on file in the State office at the time the new Register of Indebtedness is received. Those

applications which have been forwarded to the adjustment clerk because the producer's name appears on the old Listing will be rechecked against Form C-1110 by the adjustment clerk (refer to WRP-37, Part X). The applications not forwarded to the adjustment clerk shall be rechecked against Form C-1110, first, by the Review Clerk (after reviewing the final payment for the applicant at the final rate), and second, by the Lot Record Clerk when the lot is returned to him by the Review Clerk for transmittal to the Accounting Unit. If any applicant (or deceased person represented by the applicant) appears to be indebted, the application shall be suspended in order that the proper information may be obtained from the county. Thereafter the case will be referred to the adjustment clerk (in the event that a set-off is to be made) or will be released for payment in accordance with established procedure.

George E. Farrell

George E. Farrell,
Director, Western Division.

